



OTIS

California Department of Health Services, Tobacco Control Section
Online Tobacco Information System



California's Online Tobacco Information System (OTIS)

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To

SNE Post-Conference,

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Originally presented by April Roeseler, MSPH

Tobacco Control Section, California Department of Health Services

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California Online Tobacco Information System Key Components



- Contracting Components
 - Contact information (shown)
 - Based on “Indicators” and “Assets” (shown)
 - Scope of Work with objectives, activity plan, and evaluation plan (shown)
 - Coalition functioning information (handout p. 6)
 - Coalition membership (not shown)
 - Activity Plan / Narrative (shown)
 - Budget (shown)
- Progress Report Components
- Electronic Approval
- Cost Report Components

**OTIS**California Department of Health Services, Tobacco Control Section
Online Tobacco Information System[Main Menu](#)[Data Report](#)[Reports](#)[Site Map](#)[Help](#)[Logoff](#)**LLA Application Entry**

Contact Information

Project Director

(Please provide information regarding the Project Director.
If the Project Director does not provide day to day services on the
Project, then also provide information on the Primary Tobacco Contact.)

*** Required Field**

	Project Director:	Primary Tobacco Contact:
		<input type="checkbox"/> Same as Project Director
*First Name:	Dr. <input type="text"/> <input type="text"/>	Dr. <input type="text"/> <input type="text"/>
*Last Name:	<input type="text"/>	<input type="text"/>
Title:	<input type="text"/>	<input type="text"/>
P.O. Box:	<input type="text"/>	<input type="text"/>
* Street Address 1:	<input type="text"/>	<input type="text"/>
Street Address 2:	<input type="text"/>	<input type="text"/>
* City:	<input type="text"/>	<input type="text"/>
* State:	CA <input type="text"/>	CA <input type="text"/>
* Zip Code:	<input type="text"/> - <input type="text"/>	<input type="text"/> - <input type="text"/>
*Email:	<input type="text"/>	<input type="text"/>
*Phone:	(<input type="text"/>) <input type="text"/> ext. <input type="text"/>	(<input type="text"/>) <input type="text"/> ext. <input type="text"/>
*Fax:	(<input type="text"/>) <input type="text"/>	(<input type="text"/>) <input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Clear"/>		

...but a system could be based on any theoretical framework, such as FSNE curriculum and social marketing approaches



Indicator Worksheet

*** Required Field**

Indicator:

Indicator 1. Extent of in-store tobacco advertising and promotions – or -- the proportion of communities with policies that control the extent of in-store tobacco advertising and promotions

Comment:

Not
Applicable

C

C

9

C

C

9

Comment:

Not
Applicable

6

c

○

○

C

○

Comment:

**Not
Applicable**

○

6

○

○

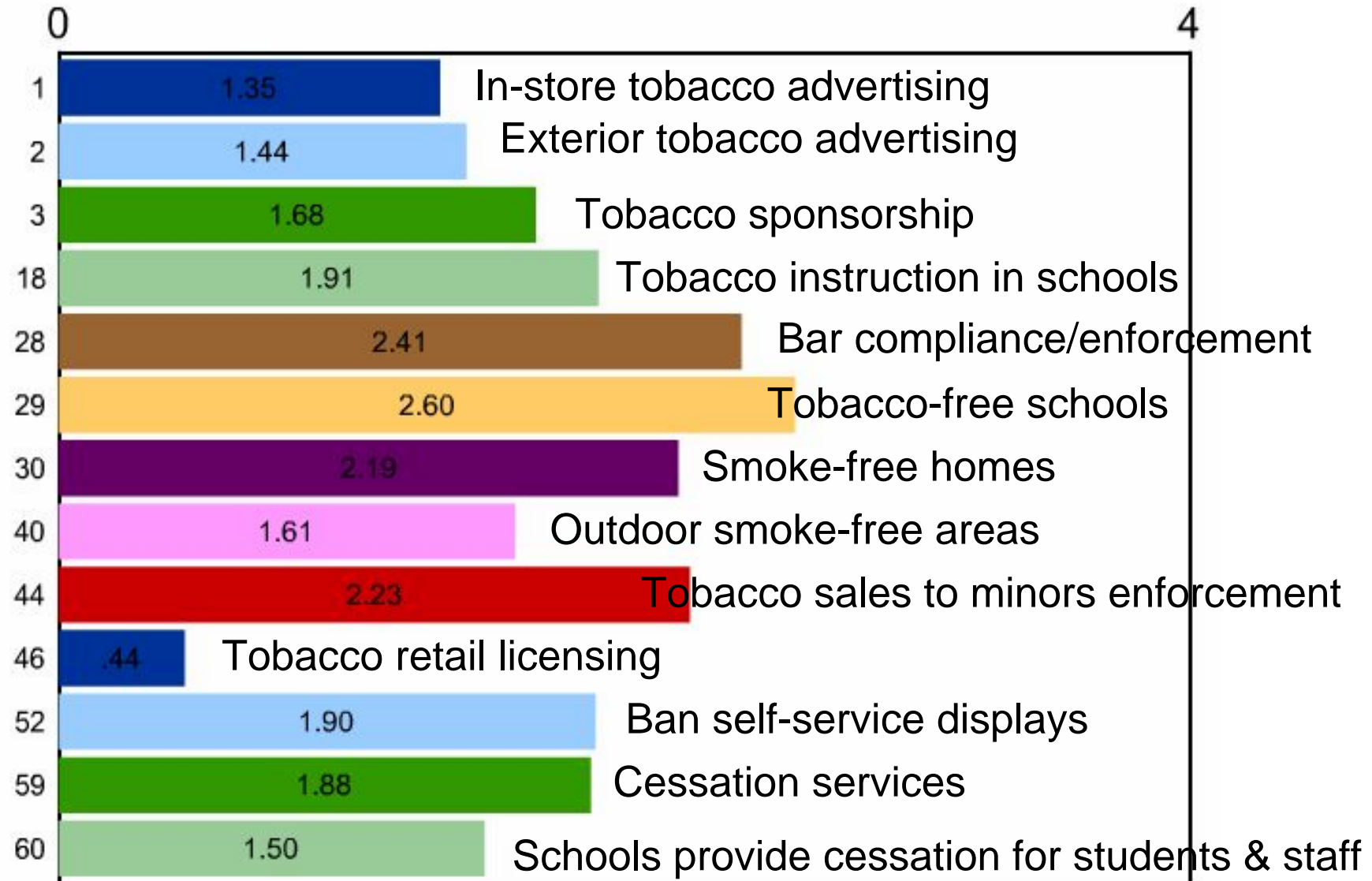
○

C

○

Local Health Departments

Average Statewide Rating of Core Indicators



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LLA Application Revision

Scope of Work

A. Overview--Objective/Priority Areas

be done with OTIS

For each objective select up to two priority areas or assets that the objective addressess. For example, an objective may address both the Pro-tobacco Influences and the Reduce Availability of Tobacco priority areas.

1. Objective:

By June 30 2004

at least 4 of the 13 jurisdictions in San Angeles County
will adopt policies prohibiting smoking within 25 feet of
playgrounds in all public parks.

2. Priority Area -- Primary

☒ Priority

Reduce Exposure to Secondhand Smoke

☐ Asset

Asset 1

3. Priority Area -- Secondary

☐ Priority

Counter Pro-Tobacco Influences

☐ Asset

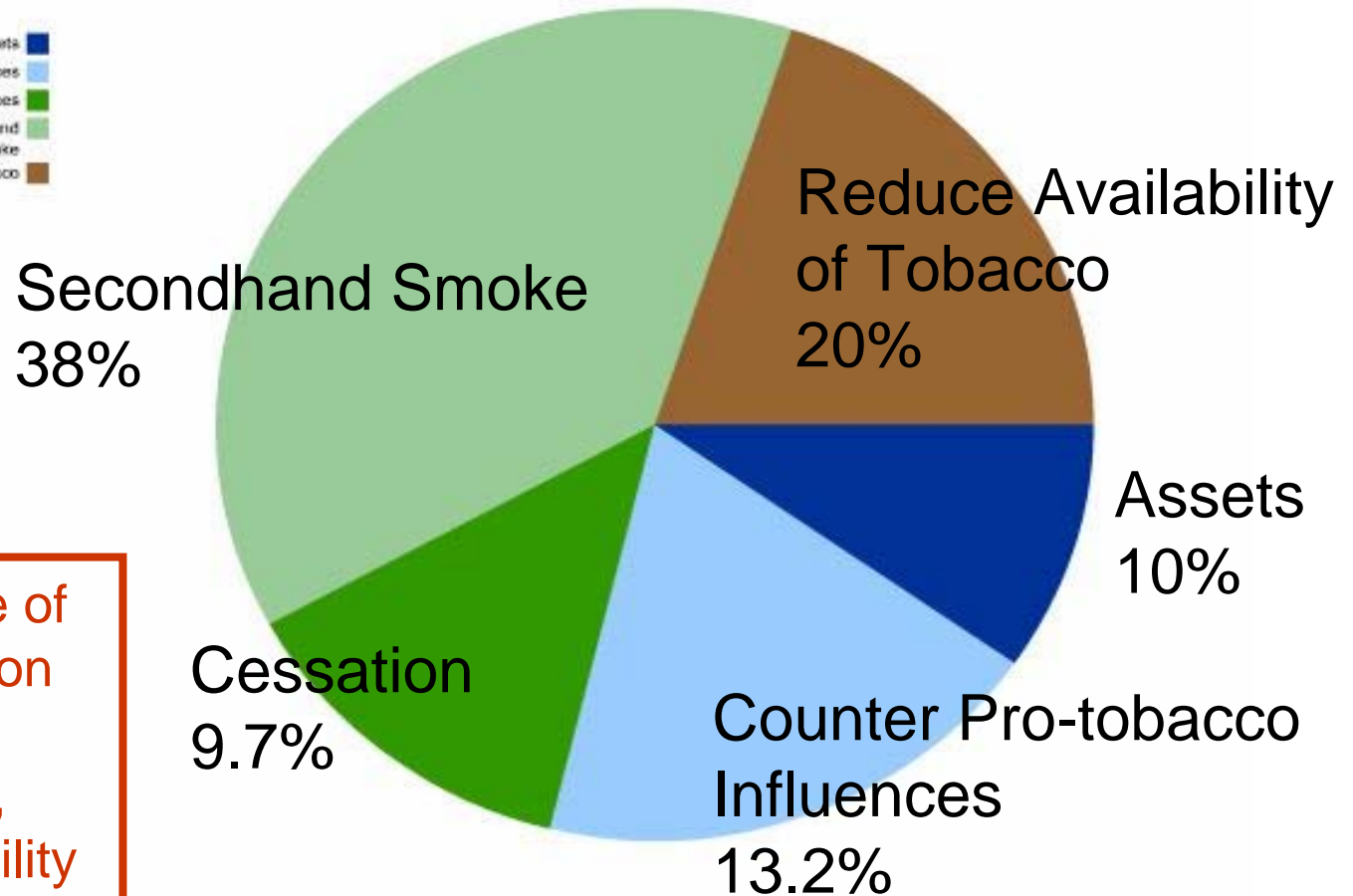
Asset 1

Save

Clear

California Local Health Departments Percent of Objectives Directed Towards Various Priority Areas

Assets
Counter Pro-Tobacco Influences
Promote Tobacco Cessation Services
Reduce Exposure to Secondhand Smoke
Reduce the Availability of Tobacco



This is the type of OTIS information that is used for policy, queries, and accountability

Documentation of Target Population



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LLA Application Revision

Scope of Work

A. Overview--Objective

at least 4 of the 13 jurisdictions in San Angeles County will adopt policies prohibiting smoking within 25 feet of playgrounds in all public parks.

6. Is this a primary objective that will receive an indepth evaluation and for which a thorough final evaluation report will be produced?

- ☐ Yes
☒ No

7. Target Audience to be Reached by the Intervention (select all that apply)

Hold 'Ctrl' while clicking to select/deselect multiple items.

Audience Groups

0-12 years
13-17 years
21 years and older
Adults 18 years and older
Advocates
All ages

General Population Groups

African
African American/Black
American Indian/Native American
Asian
Eastern European
Hispanic/Latino

Specific Ethnic Population Groups

Afghan
Arabic
Armenian
Asian Indian
Bosnian
Cambodian

8.Intervention Topic(s):

Note: These intervention topics are derived from the

- ☐ Pass new or strengthen existing local ordinances to restrict smoking indoors:
Habitat for Humanity

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Narrative

Scope of Work

* Required Field

C. Activity Plan

at least 4 of the 13 jurisdictions in San Angeles County will adopt policies prohibiting smoking within 25 feet of playgrounds in all public parks.

This portion of the scope of work describes the methods, steps, timelines, who is responsible for completing major activities, copyrightable products and the percent of effort that deliverables represent.

* 1. Major Intervention Category
(Coordination/Collaboration, Community Education, Media, Training, Incentives, etc.)

Community Education Activities

* 2. Activity -- Describe the activity to achieve the objective. Describe what will be done (methods), how much will be done and where activities occur.

LLA will educate the public and decision makers about AB 188 and the effect second hand smoke has on children's health by distributing a fact sheet in Spanish and English to schools through out San Angeles county.

* 3. Copyright -- Is this a copyrightable product such as a brochure, poster, ad, manual, etc.?

☐ Yes ☒ No

* 4. Program Deliverable Percentage -- For each program deliverable, provide a percentage that reflects the programmatic value or percent of effort. This Program Deliverable percentage reflects a combination of staff and budget resources necessary to complete the deliverable.

Current Total: 68.7%

 %

Cannot Exceed 100% for entire Scope of Work

* 5. Activity Start Date Period

* 6. Activity Completion Date Period

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Budget

A. Personnel Costs

[Click here](#) to add a new entry

Click a title to edit that entry

	Amount Requested			
	FY 01/02	FY 02/03	FY 03/04	Total Budget
Title Project Director -- Delete	\$ 44,000	\$ 45,000	\$ 46,000	\$ 135,000
Salary Calculation \$1,746.61-\$1,816.47. Percentage of time 10%. Pay Periods 26				
Duties Description Director for tobacco control program. Responsibilities include overall planning, supervision, development, training, report writing, fiscal and general coordination of the project. Monitors the budget, maintains liaison with CDHS/TCS Local Programs Unit staff and Contract Manager.				
Title Tobacco Specialist -- Delete	\$ 35,000	\$ 36,000	\$ 37,000	\$ 108,000
Salary Calculation \$1,281.82-\$1,365.14. Percent of time: 15%. Pay Periods 26				
Duties Description Under the supervision of the Project Coordinator.				
Title Health Worker -- Delete	\$ 12,114	\$ 12,114	\$ 12,114	\$ 36,342
Salary Calculation \$895.97-931.81. Percent of time: 50%. Pay Periods: 26				
Duties Description Under the supervision of the Project Coordinator.				

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Budget

C. Operating Expenses

[Click here](#) to add a line item

Click a title to edit it

	Amount Requested			
	FY 01/02	FY 02/03	FY 03/04	Total Budget
<u>1. TCS' Communications Network (PARTNERS)</u> Inkind	\$ 9	\$ 0	\$ 0	\$ 9
<u>2. Space Rent/Lease</u> no charge	\$ 8	\$ 0	\$ 0	\$ 8
<u>3. Advertising</u> -- Delete Develop and place 3 TV ads to run annually on cable TV.	\$ 12	\$ 12	\$ 12	\$ 36
<u>4. Printing</u> -- Delete brochures, newsletters, newspaper ads	\$ 1,000	\$ 1,200	\$ 1,300	\$ 3,500
<u>5. Subcontractual Agreement with JAS Services</u> -- Delete JAS Promotional Materials	\$ 25	\$ 25	\$ 25	\$ 75
<u>6. capital expenditures</u> -- Delete in need of remodeling	\$ 500	\$ 500	\$ 500	\$ 1,500
Total Operating Expenses	\$ 1,554	\$ 1,737	\$ 1,837	\$ 5,128

Progress Report Key Components



- Information on coalition activities (shown)
- Challenges/barriers (handout p. 6)
- Information on staffing (handout p. 6)
- Progress made toward completing the activity (shown)
- Evaluation plan (handout p. 4)
- Electronic approval (p. 8)

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LLA Progress Report 07/01 - 06/02

Coalition Activities

Data Report

Coalition Name: 2Tuff2Puff**Year Founded:** 2010

Chair/Cochair

☐ There were no changes to the coalition chair or cochair this report period.[Click here](#) to update contact information.**Chair:****Name:** Mrs. John Doe**Title:** Chair**Address:** Community Coalitions R Us
Main St.
Booger Hollow, GA 30125**Cochair:****Name:** Mr. Jane Doe**Title:** Co-Chair**Address:** Community Coalitions R Us
Main St.
Booger Hollow, GA 30125

Coalition Meetings

☐ There were no meetings this report period.[Click here](#) to add a meeting.

Click on a meeting date to edit meeting information.

	Type	Date	Location	Attendance
Delete	Executive/Advisory	1/1/1992	test	12
Delete	Executive/Advisory	1/1/1992	test	11
Delete	Subcommittee/ Task Force	1/1/2002	empey	10

[Click here](#) to add/update coalition meeting document(s), e.g., meeting minutes, coalition recruitment materials, etc.

01 - Test Document A

Coalition Actions/Accomplishments

☐ There were no actions/accomplishments this report period.[Click here](#) to describe actions/accomplishments.

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LLA Progress Report 07/01 - 06/02

Activity

*** Required Field**

Activity Plan

Objective: By 6/30/2004, at least 4 of the 13 jurisdictions in San Angeles County will adopt policies prohibiting smoking within 25 feet of playgrounds in all public parks.

Major Intervention Category

Community Education Activities

Activity

LLA will educate the public and decision makers about AB 188 and the effect second hand smoke has on children's health by distributing a fact sheet in Spanish and English to schools through out San Angeles county.

Completion Period

01/04-06/04

Actual Date Completed:** OR ☒ **Not Yet Completed*Progress Report Comments:**

You are required to describe progress if an activity was to occur during this report period. If there was no progress made, please explain.

Improvement of Local Program Evaluation



- Collects information on the social, cultural and political environment to help understand readiness of communities
- Provides the ability to analyze the effectiveness of similar evaluations
- Provides the ability to compare communities
- Provides the ability to link intermediate indicators to final outcomes

Cost Report Key Components



- Track Expenditures
 - Personnel Expenses (handout p. 7)
 - Subcontract Expenses (shown)
 - Equipment Expenses (expense report shown)
 - O&E Expenses (p. 7)
- Prospective Payment
- Electronic Approval System (p. 8)

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LLA Progress Report 07/01 - 06/02

Subcontracts/Consultants/Mini-Grants/Sponsorships Tracking

*** Required Field***** First Name:**Dr. *** Last Name:****Title:***** Organization:***** Federal ID Number/ SSN:***** Contract Type:***** Description:***** Contract Start Date:** *** Contract End Date:** *** Contract Amount:***** Comments Section:**

Please provide any comments for no progress during this report period.

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LLA Cost Report 07/01 - 06/02

Expense Report

Data Report

[Click here](#) to describe expenses.

Budget Section	Actual Expenses	Expenses to Date
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A. Personnel Expenses

Amount	\$ 22,803	\$ 22,803
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B. Fringe Benefits Expenses

Amount	\$ 0	\$ 0
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Percentage	0%	
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C. Operating Expenses

Amount	\$ 9,999,999	\$ 9,999,999
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D. Equipment Expenses

Amount	\$ 10	\$ 10
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E. Travel/Per Diem and Training Expenses

Amount	\$ 0	\$ 0
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F. Subcontracts and Consultants Expenses

Amount	\$ 1,200	\$ 1,200
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G. Other Cost Expenses

Amount	\$ 5	\$ 5
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H. Indirect Expenses

Amount	\$ 75	\$ 75
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Percentage	0%	
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I. Interest Earned

Online Tobacco Information System (OTIS) Advantages



- Allows for the collection of uniform information
- Promotes standardized data collection methodology
- Facilitates timely feedback and approval
 - Logs all communication
- Improves coordination, collaboration, and accountability
- Combines multiple forms into one online system

Online Tobacco Information System (OTIS) Advantages



- Tracks plan approval process
 - Including the ability to highlight those items that are approved and make new changes to the plan display in a different color.
- Generates *useable* reports
 - Track who, what, where, and how much funding is going toward particular programs/activities (report menu, handout p. 5)
 - Identify contractor training needs

From the Field: OTIS Top 10 Lessons Learned

- **Technical Assistance:** Even an idiot-proof system requires technical assistance. Plan to designate someone as the contact person for on-going technical support.
- **Resistance to Change:** The best cure for resistance to change is to point out the deficiencies in the current system and sell people on how things will make things better.
- **Create a diverse workgroup with one person as the lead:** You absolutely need someone to drive the project and act as the main point of contact.
- **Have a techie translator on the workgroup:** Techies often speak (and, more importantly, THINK) differently than “normal” people.
- **Agree on a workable schedule, set deadlines and enforce them.**

From the Field: OTIS Top 10 Lessons Learned (cont.)

- **Plan, Plan, Plan:** Be sure to plan out everything beforehand, especially when you are designing the data table structure. Once the table structure has been implemented, it's often VERY hard to go back and change it later.
- **The exceptions are what kill you:** Try to anticipate all the possible variables and data rules.
- **Agree on a set of features beforehand and stick to it:** Clients coming up with new “neat” ideas DURING the process can really bog down a project. Collect the ideas for “Version 2.0.”
- **Beta test the product thoroughly with users.**
- **Abandon any ideas that Version 1.0 will be perfect.**